



COMMUNITY COLLEGE  
OF RHODE ISLAND

Purchasing Office

Bid #BB002653 Addendum #2: Digital Library and Video Projects

Questions and Answers  
(Text from RFP in Black)

Project #1

Scope of Work:

- A maximum of 15 - 20 student interviews captured at either the six transition to college agencies and/or CCRI campuses

**Questions:**

- Is the intent of Project 1 to create an individual video for each of the 15-20 student stories? If not, how many videos would be created from the 15-20 interviews?
- How long will each video be, on average?

**Answers:**

We envision the creation of 15 – 20 student videos. Each interview will result in one video which will become part of a Digital Library of student stories. Each of these videos will be approximately 45 – 60 seconds long. We intend to populate targeted websites with these videos and have a Digital Library which will enable us to change out videos as appropriate.

- A narrator will provide background information for the 3 – 4 minute video as described in project #2.

**Questions:**

How is the narrator used in Project 1? Are you looking for hired talent or planning to use someone from within your organization?

**Answers:**

The narrator will provide background information for the 3-4 minute video only. The narrator will not be necessary as a part of the individual 45 – 60 second short student stories. The vendor will hire the narrator. The script will be created as a joint effort between the vendor and our organization. The script will include important information regarding the overall organization of the RI Transition to College and Careers Initiative and the goals of the Initiative. We will rely on the vendor's expertise to craft the narrator piece to ensure clarity and style. We will also rely on the vendor to identify a narrator and pay the narrator as part of the overall contract price.



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Style:

A **music** bed will be used to impart an enthusiastic and uplifting energy.

**Question:** Will stock music meet the needs of this project, as opposed to custom composed and recorded music?

**Answer:** Yes. Stock music should meet the needs of this project. The vendor will be responsible for identifying appropriate background music.

RI Transition to College and Careers Staff:

- Scheduling of all interviews and B-Roll shoot access

**Questions:**

- Will the video vendor have input to develop a schedule that maximizes efficiency of the shoot days, i.e. minimizes moves between locations; provides for adequate, but not excessive, transition time between interviews?
- Will it be possible to record several interviews in each set-up? We are concerned that it will not be feasible to do a unique set-up for each of 15 - 20 interviews in a four-day schedule.
- Will all B-Roll be acquired on-campus, or will B-roll be needed from the workplaces, homes and communities of the students?

**Answers:**

We intend to maximize the efficiency of this entire project. Students will be identified and scheduling of the interviews will not exceed the days outlined in the bid. We envision a process whereby we identify volunteer students and identify the most appropriate schedule/location for interviews based on students' availability. Our goal is to schedule as many 20 minute interviews as possible in succession on any given day or portion of a day. All of the interviews will take place at either a CCRI campus (Warwick, Lincoln, Newport, Providence) and/or at each of the six RI Transition to College and Careers Initiative sites (Woonsocket, Warwick, Newport, Peace Dale, Providence). B-Roll will include shots of each of the six RI Transition to College and Careers Initiative sites (RI Regional Adult Learning Center, Woonsocket; Dorcas Place, Providence; CCRI Providence Campus, Westbay Community Action Program, Warwick; Aquidneck Island Adult Learning Center, Middletown. No B-roll or interviews will be required from students' homes or workplaces.

Timeline:

Shoots: January – February 2014

Editing: March – April 2014

**Question:** Is there a specific date for the final delivery?

**Answers:** Our goal is to shoot at the end of January and throughout February given student schedules. We envision editing to be done March – April depending on the editing needs of



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the project. We expect delivery no later than April 30.

Project #2

Scope of Work:

The 3-4 minute video and the student story videos will be cut from interviews and b-roll to be shot. The shoots will consist of:

- 2 student interviews at each of the six transition to college agencies and/or CCRI campuses

**Question:** Are these new interviews or will the footage come from the interviews conducted in Project #1?

**Answer:** We envision the need to use interviews in the most efficient manner possible while also ensuring variety of stories. We expect to select portions of interviews from the universe of interviews we are able to collect from the work recorded during both projects. These 2 student interviews, collect from each of the six transition to college agencies, should be added to the 15 – 20 interviews we want to record. This may produce a total of 27 – 32 total interviews for the combined projects, depending on the number of volunteer students we are able to identify.

- B-Roll of site and program at each the six transition to college agencies
- Additional student interviews and locations to be determined

**Question:** Are these new interviews or will these come from the interviews conducted in Project #1?

**Answer:** See response above.

- Interviews with 2 administrators -

**Answer:** While we do not believe this is the best delivery method (we prefer crafting a script for a narrator to provide background information), it may be necessary to interview up to 2 administrators. This could be done at the same time as the student interviews to avoid an additional set up of recording equipment for this portion of the work. We believe that given the brief amount of time we have on the video, the inclusion of student stories is more important and compelling than narrative from administrators. In addition, we desire to create a product which has maximum appeal over time. This may be compromised should any particular administrators be used in the video.



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We approximate for 4 shoot days, a combination of full or half days shoots.

**Question:**

Can you confirm these 4 days are in addition to the 4 days allotted for shooting in Project 1?

**Answer:**

Yes. These 4 days are in addition to the 4 days allotted for shooting in Project 1.

**Question:**

In general, it appears that much of the content for Project 2 is similar to the content that will be recorded for Project 1. Can material recorded for Project 1 also be used in the video being produced for Project 2, or must it be separate material?

**Answer:**

We envision the need to use interviews in the most efficient manner possible while also ensuring variety of stories. We expect to select portions of interviews from the universe of interviews we are able to collect from the work recorded during both Project 1 and Project 2. In total, the 2 student interviews collected from each of the six transition to college agencies for the Video Project (total of 12 interviews), should be added to the 15 – 20 interviews we want to record for the Digital Library. This may produce a maximum of 27 – 32 total interviews for the combined projects # 1 and #2. We envision choosing the most compelling and most appropriate story segments to include on the video. Likewise, some of the stories recorded for the Digital Library may not produce usable material for a straight 30 – 45 minute Digital Library story but may contain segments which can be used for the video. It will be the work of the editing team to advise us as to the most appropriate use of the material given the goal of the Video Project and the Digital Library.

**General Questions:**

1. Please confirm you are looking for separate costs for each project.  
**Answer:** These are 2 separately funded projects which will require separate cost projections.
2. RE: page 1 of the Bid Proposal form from Purchasing Office, can you confirm that the Public Bid No., Formal Bid No. and RFP No are the same – B0002653?  
**Answer:** Yes. Please reference Bid #BB002653.
3. We are checking to see if \_\_\_\_\_ has a CCRI Vendor ID? If not, do we we need to apply for one (and what is that process)?  
**Answer:** If vendor is new to CCRI, CCRI will create Vendor ID using the completed W9 provided with the Bid package.